

ACT Environmental Grants Program Application Form

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About the Program

This application form is for the ACT Environmental Grants Program which includes the Environment and Environmental Volunteer Assist Grant streams.

The program provides an opportunity to support and empower the community to address environmental issues, restore and conserve natural places that are special to them, and engage other community members to do the same. The program helps to build community awareness and assists with the capacity of the community that play a valuable role in caring for the environment of the ACT.

The ACT Environmental Grants Program Guidelines are available at: <https://www.environment.act.gov.au/act-nrm/grants-and-support-packages/act-environment-grants>

If you have any questions, issues or concerns in regards to the grants contact the Grants Coordinator, on 02 6205 9269 or by emailing: actnrm@act.gov.au

If afterhours and you have a technical issue please contact Smarty Grants directly by emailing service@smartygrants.com.au or phoning 03 93206888.

How did you hear about the 2024-2025 ACT Environmental Grants Program?

We would like to be able to gauge our exposure for the Grants Program. Please select the option where you heard about the Grants Program.

How did you hear about the Grants Program *

- Other:
- environment.act.gov.au
- Facebook
- Media and Radio
- Local Environment Groups
- Regional Agriculture Landcare Facilitator Newsletter
- Previous Applicant

Application Prerequisites

Applications close: 11:59pm on Thursday 28 March 2024

Incomplete applications and/or applications received after the closing date will not be considered.

Before completing this application form, it is important that you make yourself familiar with all of the requirements to be included in your application.

Before filling out this application please confirm: *

- I have read and understood the ACT Environmental Grants Program Guidelines.
- I am able to demonstrate alignment between my project and the funding priorities of the grant program.
- My organisation is incorporated, or is sponsored by an incorporated organisation for this application.

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- My project is located in the Australian Capital Territory.
- I am able to demonstrate financial viability of the project and the organisation I am representing.
- I am not representing a political party, or government agency.
- My organisation (or sponsor) is prepared to enter into a deed of grant with the ACT Government.

PLEASE NOTE: All boxes must be selected to meet the eligibility requirements to proceed with this application

Contact Details

*** indicates a required field**

Privacy

I/We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to:

<https://www.planning.act.gov.au/about-us/privacy>

Application Summary

Name of Applicant *

Molonglo Conservation Group

If you are an individual or other non-incorporated applicant you will need to lodge your application through an incorporated organisation (Sponsor) (See ACT Environmental Grants Program Guidelines).

Does your application need sponsorship? *

Yes No

Refer to sponsorship in the ACT Environmental Grants Program Guidelines.

Project title *

Friends of Molonglo Green Spaces Volunteer Support

Primary contact details

Please insert name of primary contact for the project *

Elyssa Castles

This is the project manager within the incorporated organisation or sponsor responsible for delivering the project.

Position within organisation

Project Officer

This is the project manager within the incorporated organisation (the Sponsor).

Address *

Dairy Rd

Fyshwick ACT 2609 Australia

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.
If you project requires sponsorship, this is the address of the sponsor.

Phone Number *

0423 732 282

Must be an Australian phone number.

If you project requires sponsorship, this is the phone number for the primary contact from the sponsor.

Contact Email *

elyssa.castles@molonglo.org.au

Must be an email address.

If you project requires sponsorship, this is the email address for the primary contact from the sponsor.

Application type - Incorporated organisation

* indicates a required field

Incorporated organisation

5. ABN and GST registration *

78 210 867 987

Information from the Australian Business Register	
ABN	78 210 867 987
Entity name	Molonglo Conservation Group Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	2620 ACT

Information retrieved at 2:56pm yesterday

Must be an ABN.

Statement about the Applicant

Please provide a statement outlining the principal aims and objectives of the applicant. *

Molonglo Conservation Group is a not-for-profit coordinator of Landcare and Park Care groups within the Molonglo Catchment and Southern tablelands of southern NSW and the ACT. Our work focuses on implementing programs that restore landscapes, enhance knowledge, and build community capabilities. Our activities cover urban, peri-urban, rural

and conservation landscapes.

The Group's main aim is to implement the Molonglo Catchment Strategy 2015-2030 (approved initially in 2005 and revised in 2015) so as to guide stakeholders in achieving natural resource management targets set out in the ACT Natural Resources Management Plan and the Murrumbidgee Catchment Action Plan. The Strategy supports and complements the ACT Government's 2016 Draft ACT and Region Catchment Strategy. The MCG Catchment Strategy aims to realise 5 key long term outcomes based on resilience thinking and a landscape based approach to catchment management. They are:

- Protection of and improving healthy soils
- Adoption of best practise environmental behaviour
- Increased extent, connectivity & condition of native vegetation managed for biodiversity
- Community Stewardship
- Viable & resilient communities

Must be no more than 200 words.

Project Description

*** indicates a required field**

Funding Stream

Funding Stream Applying for: *

- Environment Grants
 Environmental Volunteer Assistance Grants

Please refer to the ACT Environmental Grants Program Guidelines to select the Funding Stream for this round of Grants. **IMPORTANT:** You can only apply for one stream per application but you can make multiple applications for each Stream ensuring you address the Funding Priorities for each Stream.

Project Term

All projects are for a maximum of 12 months and if your application is successful and will commence from the Date of the signing of the Deed of Grant.

Project Description

Please provide a description of your project, its intended outcomes and how it aligns to the funding priorities for the stream you are applying for. Make sure you provide accurate facts and information about your project. The funding priorities for each stream can be found in the ACT Environmental Grants Program Guidelines.

This information may be used to showcase your project for media or communication purposes should your application be successful.

Project Description *

Friends of Molonglo Green Spaces are an active roaming group in some of the newer Western suburb developments along the Molonglo River including but not limited to Coombs, Wright and Denman Prospect. With the increased population in the area the group

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are seeking to maximise their environmental outcome capacity by growing their group with new volunteers through recruitment and community outreach. The group are looking to enhance their skillset and better understand environmental issues that are prevalent in their area, this might include workshops or trainings. As a roaming group, Friends of Molonglo Green Spaces have the ability to look at different environmental issues that impact a larger area along the river and in the suburbs including waste removal, riparian and species monitoring, planting, weeding, quality greenspace conservation and habitat connection.

Must be no more than 250 words.

Project Location *

Noffs Cres

Coombs ACT 2611 Australia



Latitude: -35.32413 | Longitude: 149.05005

Only applicable to on ground work

Addressing the Merit Criteria

* indicates a required field

Project Merit Criteria

Your application will be assessed against the merit criteria as described in the ACT Environmental Grant Program Guidelines. These include:

- **Alignment with funding priorities.**
- **Feasibility and effectiveness.**
- **Project planning.**
- **Value for money.**
- **Community engagement.**

More information about each of these can be found in the ACT Environmental Grant Program Guidelines .

You must address all merit criteria for your application to be valid.

Merit Criteria 1: Alignment with funding priorities.

For Merit Criteria 1 please only answer the question related to the stream you are applying for. If you would like to apply for additional streams please submit additional applications.

For more information please refer to the ACT Environmental Grant Program Guidelines or contact the ACT Environment Grants Coordinator.

Merit Criteria 1b: Alignment with Funding Priorities for the Environment Volunteer Assistance Grants

Please indicate which of the funding priorities are relevant to your project

- Understand environmental issues important to a volunteer site.
- Enhance the recruitment of new volunteers.
- Increase skills to tackle environmental issues at a volunteer site.
- Plan future works on a volunteer site.

Please describe how your project aligns with funding priorities selected improves the environment under the Environment Volunteer Assistance Grants stream

1. Understand environmental issues important to a volunteer site.

As a roaming group, Friends of Molonglo Green Spaces have the ability to look at different environmental issues that impact a larger area along the river and in the suburbs including waste removal, riparian and species monitoring, planting, weeding, quality greenspace conservation and habitat connection. The group is interested in learning more about these issues and better understanding how they are capable of implementing efforts of positive environmental outcome.

2. Enhance the recruitment of new volunteers.

Friends of Molonglo Green Spaces have relied on word of mouth and social media to generate community interest and volunteer participation. The group has 23 members and 123 followers on their Facebook page. Despite these numbers, only 5-8 members are active in the group and attend regular working bees. The group is looking for funding to generate new means of promotion and raise interest across the suburbs to increase volunteer support and prevent burn out of active members. This could be through flyers, letter box drops, school collaborations, community events, signage and a more consistent online presence. By increasing the amount of active volunteers in the group, more on-ground work can be achieved resulting in more environmental outcomes.

3. Increase skills to tackle environmental issues at a volunteer site.

Friends of Molonglo Green Spaces are eager to increase knowledge and skillset where it comes to species monitoring, this includes platypus, rakali, waterbugs and frogs. Group members are looking to upskill with Waterwatch and Frogwatch to better observe the healthy water indicators in Molonglo River. This environmental issue is especially prevalent as new areas of the corridor are being physically augmented with construction works and development.

Must be no more than 500 words.

Merit Criteria 2: Feasibility and Effectiveness

In this section of your application you must address the following statements in regard to the feasibility and effectiveness of your project:

1. **What is the problem you have identified and how will your project help address that problem?**
2. **Does your project include on-ground work? If yes please provide information about:**

- **the proposed scale and scope of on-ground activities using quantifiable measures. e.g. number of hectares to be revegetated and number of stems to be planted.**
 - **evidence of current condition of the site(s) you propose working in. This information will be used as a project baseline and enable the project to be monitored and assessed.**
 - **a photo showing the current condition of your site.**
- 3. Provide any site maps or plans that further conveys the effectiveness of your project, please upload.**

Merit Criteria 2: Feasibility and effectiveness of your project *

1. What is the problem you have identified about how will your project help address that problem?

The identified problem is that the Friends of Molonglo Green Spaces group is lacking a strong group of volunteers that can contribute to roaming environmental efforts in the area. Another problem that the group faces is a gap in knowledge and skills around environmental issues pertaining to their area that can influence on ground works and future planning of conservation works. The project proposal directly addresses these problems as it looks to provide the group with the ability to generate effective recruitment and necessary education and training to better equip them for volunteer efforts.

2. Does your project include on-ground work? No, this project proposal is to support Friends of Molonglo Green Spaces to make necessary improvements to their volunteer capacity.

As this is a roaming group there is no attached map or specific site plan, however we've attached some previous project evidence to show the group's engagement and passion in the area.

Must be no more than 500 words.

Attach supporting documents *

Filename: Coombs- Evidence of Outcomes.pdf

File size: 8.5 MB

This could include site maps, current condition, plans etc.

Merit Criteria 3 - Project Planning

In this section of your application, you must demonstrate that you have effectively planned your project. There is three steps to this criteria:

- 1. Project plan.**
- 2. Post project maintenance.**
- 3. Monitoring and evaluation.**

Merit Criteria 3a: Project Plan

Complete a project plan which shows the steps involved in undertaking your project including:

- **Key Steps/Activities (eg. weed treatment, recruitment of volunteers)**
- **Description of activity (eg. engage weed contractor, promotion of volunteer come try day)**
- **Timeline/Key Dates (eg. prior to planting day, Spring 2024)**

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Key step/activities	Activity	Timeline/Key Dates	Description
Printing materials	Fabrication of comms materials	August 2024	Create, fabricate and print all relevant signage to help promote volunteer group and increase visibility
Workshop	Community engagement	September 2024	Volunteer recruitment and community education about ongoing conservation and environmental efforts
Training	Engage training contractor	November 2024	Engage with training personnel about specific topics of interest and build volunteer group and community understanding of issues of relevance to Molonglo River
Community Event	Volunteer recruitment	March 2025	Volunteer recruitment and community education about ongoing conservation and environmental efforts

Merit Criteria 3b : Maintenance of your project post end date

Please describe how the outcomes of your project will be maintained after your project is completed.

In 200 words or less describe how you will maintain the Project post project end date. *

With the newfound skills and knowledge gained from the workshops and training, the group will have the capacity to make informed and responsible decisions where it comes to future actions and conservation management strategies. As a roaming group, these skills will benefit the wider community in the Western suburbs of the Molonglo River, and help influence positive environmental change to others.

After the project efforts to increase volunteer numbers via letter box drops and advertisements, the use of the larger printed communications materials (A frame signs) will be kept by the group convenor to be displayed at every working bee or event to continue promoting the group and their conservation efforts to passerbys and more potential volunteers.

Must be no more than 200 words.

Merit Criteria 3c: Monitoring and Evaluation of your Project

Please describe how you will monitor and evaluate your project. How will you determine if you have achieved your outcomes?

In 200 words or less describe how you will monitor and evaluate your project *

The outcomes of this project will be achieved if there is an increase in volunteer numbers, if the group can maintain regular roaming working bees and build community interest across the suburbs by utilising their new skills. Community recognition will be a key indicator of project success, if the group can cement themselves as the leading roaming conservation group in the region and build a stronger and more consistent party. Volunteer output will continue to be recorded using the My Impact portal and this will help determine an increase in outputs.

Must be no more than 200 words.

Merit Criteria 4: Value for money

In the project budget below you must include the grant amount sought, and all other sources of funding, in-kind contributions, and volunteer and paid labour. The program is looking to gage a true value of the whole project particularly to determine value for money.

Merit Criteria 4a: Project Budget

In the budget below , you must:

- 1. Provide an itemised budget of all expenses and a justification of how the items of expenditure are calculated.**
- 2. Include all sources of funding, as well as any in-kind contributions to enable the full scope of the value of the project to be ascertained.**
- 3. When funding relates to externally sourced quotes for goods and services please include figures that are GST inclusive. All other figures should be GST exclusive.**
- 4. General volunteer labour can be costed at \$41.72 per hour.**
- 5. Specialist labour can be costed at current average industry rates.**
- 6. A maximum rate of 10% of total grant funding sought may be attributed to administrative costs.**

Item	Basis of costing	Grant Funding Requested	Applicant Contribution	Budget
eg, plants, weed contractor, materials, equipment hire, communications, admin costs etc labour	eg, cost of seedlings, cost per hectares of treatment, contracted hours, volunteer hours)	(GST Inclusive for goods and services) Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.
Communications	Printing services	\$1,800.00	\$0.00	\$1,800.00
Community Workshops x2	Catering, function supplies, guest speakers	\$1,000.00	\$0.00	\$1,000.00

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Project Management	\$60/h x 10 hours	\$600.00	\$0.00	\$600.00
Training	Contractor cost	\$1,000.00	\$0.00	\$1,000.00
Roaming Working Bees	\$41.72 x 5 volunteers x 20 hours	\$0.00	\$4,172.00	\$4,172.00
Organisation and Delivery	\$41.72 x 5 x 10	\$0.00	\$2,086.00	\$2,086.00
Administration	10%	\$440.00	\$0.00	\$440.00

Total Funds Requested

\$4,840.00

This number/amount is calculated.

Total Applicant Contribution

\$6,258.00

This number/amount is calculated.

Total Budget

\$11,098.00

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Merit Criteria 5: Community Engagement

In this section of your application, please indicate:

1. An estimation on the number of community member (including Volunteers), you intend to engage in your project.
2. What the demographics of these community members are.
3. How you will engage these community members? Workshops? On ground activities?
4. How will the projects and outcomes be communicated to a wider audience?
5. What other groups or organisations you are partnering with (optionally attach any letters of support).
6. What each partner/s is/are responsible for or contributing to your project.

Merit Criteria 5: Level of Community and Stakeholder Engagement *

1. The community workshop events will aim to cater for 40-50 people each event, this will also consist of existing group members and active volunteers across the area. The events will also include other formalised and non-formal groups including the Little Stromlo Street Library group which often hosts events for more than 30 individuals. Molonglo Conservation Group will also promote the events across their social media channels and help generate interest in the Molonglo Valley space and provide ongoing support throughout the project duration and afterwards to ensure outcomes are being maintained. The Friends of Molonglo Greenspaces have been involved with ACT for Bees and Habitat for Wildlife in the past and will look to collaborate on workshop events again.

Must be no more than 500 words.

Attach letters of support (optional)

No files have been uploaded

Approvals, Authorisations and Licencing

*** indicates a required field**

Land Manager/Owner Support for Project

Please upload the appropriate evidence that the Land Manager or Land Owner supports your project. More information about approvals can be found in the ACT Environmental Grants Program Guidelines.

Does your project include work on land which is not owned by you? *

Yes No

Please note at the application stage we only require evidence of project support from the Land Manager or Land Owner. If successful you will be required to submit any full approvals, authorisations or permits that may be required for your project to proceed to the appropriate ACT government agency.

Additional Approvals or Authorisations?

Does your project require additional approvals or authorisations. Example could be if your project is on sites which are of cultural or heritage significance.

If unsure please contact the ACT Environmental Grants Coordinator to discuss your project.

Please allow sufficient time to obtain the appropriate approvals or authorisations.

Does your project require additional approvals or authorisations? *

Yes No

If yes, please refer to the ACT Environmental Grants Program Guidelines guidelines for more information. If you havent recived required documentation in time, please submit evidence that the process has been started. If successful you will be required to submit your final documentation before your project can proceed.

Licences

Does your project require additional licences in order for it to proceed? Example could be is if you have a project where their is interaction with native plants and animals?

If unsure please contact the ACT Environment Grants Coordinator to discuss your project.

Please allow sufficient time to obtain the appropriate licences.

Does your project require additional licences? *

Yes No

If yes, please refer to the ACT Environmental Grants Program Guidelines for more information. If you havent recived required documentation in time, please submit evidence that the process has been started. If successful you will be required to submit your final documentation before your project can proceed

Risks and Mitigations

*** indicates a required field**

Determine the potential risks to the project.

There are four steps to fill out the risk assessment below:

1. Firstly in the risk assessment below detail any issues, risks, constraints or knowledge gaps that may inhibit the project achieving its objectives in the table below.
2. Then estimate the consequence and likelihood of each of the risks identified and put them in the risk assessment.
3. Then using the risk matrix at the bottom of the page identify the risk level (Low, Medium, High, Extreme) of any potential risks to the project and put that in the assessment.
4. Finally describe how you will respond to the risks identified in the project.

If you need assistance with the form please contact the ACT Environment Grants coordinator.

Example: Identified Risk: Dry conditions impacting plants; Consequence: Major (the planting could fail); Likelihood: Likely (Canberra gets hot); Risk Level: Extreme (Could jeopardise the project outcomes); Response: Monthly supplementary watering over summer.

Project Risk Assessment

Potential risk	Consequence	Likelihood	Risk Level	Proposed response
The description should provide an understanding of the context of the risk, as well as its likely cause and possible consequence				What will you do to mitigate or manage the risk? How does the project design address the risk
Hazardous conditions or extreme weather events impacting ability to carry out on-ground works	Moderate *	Possible *	Low *	Postpone scheduled event until weather permits safe conduct

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Presence of dangerous animals or plants	Moderate	Possible	Low	Tool box talk at the beginning of each workshop or working bee to identify any potential hazards including snakes and European wasps. Necessary PPE and First Aid
COVID 19	Moderate	Possible	Low	Maintain safe distance and practice healthy hygiene
Slips, trips, falls	Moderate	Possible	Low	Tool box talk at the beginning of each workshop or working bee to identify any potential hazards including uneven surfaces and unstable terrain. PPE where necessary
Total Fire Ban	Moderate	Possible	Low	All activities will be postponed until deemed safe by fire authorities
Chemical Use	Moderate	Possible	Low	Use of chemicals and spraying to be done only by certified personnel, notification to neighbouring community to be made at time of use

Risk Matrix

Note: The following table shows correctly when completing the on-line application form. Using the following risk matrix determine the risk level of your identified risks in the risk assessment above:

Consequence

Insignificant

Minor

Moderate

Major

Severe

Likelihood

Almost Certain

Medium

High

High

Extreme

Extreme

Likely

Medium

Medium

High

Extreme

Extreme

Possible

Medium

Medium

High

High

Extreme

Unlikely

Low

Medium

Medium

High

High

Rare

Low

Low

Medium

High

High

Insurance

*** indicates a required field**

Evidence of Public Liability Cover of Sponsor

Refer to the ACT Environment Grants Program Guidelines - Insurance.

If you are successful with your application your organisation or Sponsor will be required to enter into a Deed of Grant with the Territory and they will be required to provide evidence that they either have:

- a current public insurance policy with a minimum cover of \$10 million (Certificate of Currency); or
- has obtained a valid quote for a public insurance policy with a minimum cover of \$10 million.

Evidence of Insurance Cover *

Filename: Certificate of Placement Landcare - Liability AUS (1).pdf

File size: 109.5 kB

Upload a current Public Liability Insurance policy (Certificate of Currency) or a valid quote for a Public Liability Insurance with a minimum of \$20 Million

Evidence of Level of Volunteer Accident Insurance Cover

Refer to Environment Grants Program Guidelines - Insurance.

If you are successful with your application your organisation or Sponsor will be required to enter into a Deed of Grant with the Territory. If your project utilises a volunteer base, your Sponsor will be required to provide evidence that they either have:

- a current Volunteer Accident Insurance policy with a minimum cover of \$10 million (Certificate of Currency); or
- has obtained a valid quote for a Volunteer Accident Insurance policy with a minimum cover of \$10 million.

Evidence of Insurance Cover

Filename: Certificate of Placement Landcare - Liability AUS (1).pdf

File size: 109.5 kB

Upload a current Voluntary Workers Insurance policy (Certificate of Currency) or a valid quote for a Voluntary Workers Insurance policy with a minimum of \$10 Million

CHECKLIST

*** indicates a required field**

Before submitting your application please ensure that:

*

- You have completed all sections of the application form applicable to your project.
- You have uploaded approvals from landholder/managers to conduct your project on their land (Required as part of your applications eligibility).
- If applicable, you have uploaded copies of any authorisations required (Example: ACT Heritage support/agreement).

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- If applicable you have uploaded copies of location of the specific area you intend to undertake your project.
- You have uploaded all documentation in relation to Public Liability and Volunteer Workers Insurance (Certificates of Currency).
- If applicable , you have uploaded all relevant licences that may be required for your project (Example interacting with Native Plants and Animals).
- If you are an individual or non-incorporated organisation, you have uploaded letters of agreement from your Sponsor (Incorporated Organisation)
- You have completed all Sections relating to the Merit Criteria.

Please tick each statement that is applicable as verification of your completed application

Authorisation

This section must be completed by an appropriately authorised person on behalf of the applicant (the Sponsor) or Incorporated Organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

If successful, I certify that we are eligible to enter into a Deed of Grant with the ACT Government and understand the implications and obligations of the funding.

I agree *

Yes

Name of authorised person (Sponsor or Incorporated Organisation) *

Dr Karen Williams

Appropriately Authorised Person for the Incorporated Organisation

Position *

President

Position within the Incorporated Organisation

Contact Phone Number *

0427 803 896

Contact Number of the Authorised Person of the Incorporated Organisation

Contact Email *

president@molonglo.org.au

Must be an email address.

Email address of the Incorporated Organisation

Date *

28/03/2024

Must be a date.